

Request for Information (RFI) for Print, Copy, Scan, and Fax Devices and Services

1. INTRODUCTION

The City of Wheaton has a fleet of multi-function copiers, printers, scanners and large-format devices located in ten municipal facilities. The current leases for the devices are near expiration (a small number of devices are owned by the City). There are 51 total devices, listed in Appendix A.

2. PURPOSE

The purpose of the RFI is to solicit information for possible solutions for the replacement of the existing multi-function devices and improvement of the current print environment. The City of Wheaton is requesting information from companies that specialize in the sale, lease, supply, maintenance, and management of print and multi-function devices. The information collected will assist in the preparation of a Request for Proposal that will be issued in early September, subject to change.

3. PROCESS

A committee of end users and department stakeholders will review the RFIs as part of the process for developing a formal Request for Proposal. Respondents may be contacted for additional information or clarification of any aspect of their RFIs prior to issuing the Request for Proposal.

4. SCOPE of INFORMATION

Interested companies should prepare a written narrative no longer than six hundred words (two pages) describing how they would approach this project. The committee is seeking innovative, insightful, relevant, and understandable responses. Vendors are encouraged to utilize their experience and knowledge of industry best practices to prepare a summary of options for consideration including, but not limited to:

- Unique approaches that helped other similar sized customers/municipalities
- Optimal device functionality and right-sizing of equipment to meet the City's needs
- Financing / leasing options based on industry standards for lifecycle replacement
- Equipment reliability and maximizing device uptime
- Security
- Improving efficiency and reducing overall printing costs

5. DUE DATE

Responses must be received by Chad Michaelis at cmichaelis@wheaton.il.us no later than 5:00 p.m. on Wednesday, August 23rd.

6. THIS IS A REQUEST FOR INFORMATION (RFI) ONLY

This RFI is issued solely for information and planning purposes. This request for information does not commit the City of Wheaton to contract for any supply or service whatsoever. The City is not at this time seeking price proposals and will not accept unsolicited proposals. Not responding to this RFI does not preclude participation in any future RFP. If a solicitation is released, it is the responsibility of the potential offerors to monitor the City of Wheaton website for additional information pertaining to this requirement.

<http://www.wheaton.il.us/bids/>

CITY OF WHEATON

REQUEST FOR INFORMATION: Print, Copy, Scan, and Fax Devices and Services

APPENDIX A: Replacement List of Devices

Current Vendor	Current Contract Type	Device Type	Device Model	Group	Device Location	Trays	Finisher	Punch	Fax	Comment	B&W AVG	B&W MAX	COLOR AVG	COLOR MAX
Xerox	Lease/Maintenance/Supply	Printer B&W	Phaser 3600	Admin	City Hall	3 Tray	Duplex				1825	2297		
Xerox	Lease/Maintenance/Supply	Printer B&W	Phaser 3600	Admin	City Hall	3 Tray	Duplex				1469	1911		
Xerox	Lease/Maintenance/Supply	MFD Medium	WorkCentre 7556	Admin	City Hall	5 high cap	Office LX	2/3	Yes		7826	10542	5953	11671
Xerox	Lease/Maintenance/Supply	Printer B&W	Phaser 3600	Build/Eng/Plan	City Hall	3 Tray	Duplex				3661	4176		
Xerox	Lease/Maintenance/Supply	MFD Medium	WorkCentre 7545	Build/Eng/Plan	City Hall	5 high cap	Office LX	2/3	Yes		4416	6275	1887	3787
CliffordWald	Maintenance/Supply per Sq Ft	Large Format MFD	KIP 3000 Series	Build/Eng/Plan	City Hall	36" Roll				Purchased 2007	8511	795		
Xerox	Lease/Maintenance/Supply	Printer B&W	Phaser 3600	Build/Eng/Plan	City Hall	3 Tray	Duplex				1285	1635		
Xerox	Lease/Maintenance/Supply	MFD Medium	WorkCentre 7556	Build/Eng/Plan	City Hall	5 high cap	Office LX	2/3	Yes		7287	11304	2709	4142
Xerox	Lease/Maintenance/Supply	Printer B&W	Phaser 3600	Fire	Fire Station 1	Standard	Duplex				0	0		
Xerox	Lease/Maintenance/Supply	MFD Medium	WorkCentre 7545	Fire	Fire Station 1	5 high cap	Office LX	No	Yes		3980	7733	1878	2707
Xerox	Lease/Maintenance/Supply	MFD Small	WorkCentre 6400X	Fire	Fire Station 1	3	Simple	No	Yes		439	959	34	65
Xerox	Lease/Maintenance/Supply	Printer B&W	Phaser 3600	Fire	Fire Station 2	Standard	Duplex				595	768		
Xerox	Lease/Maintenance/Supply	MFD Small	WorkCentre 6400X	Fire	Fire Station 2	4	Simple	No	Disabled		970	1375	431	1078
Xerox	Lease/Maintenance/Supply	Printer B&W	Phaser 3600	Fire	Fire Station 3	Standard	Duplex				299	435		
Xerox	Lease/Maintenance/Supply	MFD Small	WorkCentre 6400X	Fire	Fire Station 3	4	Simple	No	Disabled		981	1672	371	585
Xerox	Lease/Maintenance/Supply	Printer B&W	Phaser 3600	Finance	City Hall	3 Tray	Duplex				8204	8434		
Xerox	Lease/Maintenance/Supply	MFD Medium	WorkCentre 7556	Finance	City Hall	5 high cap	Office LX	2/3	Yes		11724	12880	2150	7675
NA	NA	MFD Desktop	WorkCentre 3220	Finance	City Hall	Standard	Duplex	No	No	Purchased 2014	1275			
ARC Imaging	Maintenance/Supply per Sq Ft	Large Format Plotter	Canon iPF8000	Annex	City Hall Annex	42" Roll				Purchased 2007			60	191
Xerox	Lease/Maintenance/Supply	Printer B&W	Phaser 3600	Annex	City Hall Annex	3 Tray	Duplex				1842	1997		
Xerox	Lease/Maintenance/Supply	MFD Medium	WorkCentre 7545	Annex	City Hall Annex	5 high cap	Pro	2/3*	Yes		836	1864	891	1576
Xerox	Lease/Maintenance/Supply	Printer B&W	Phaser 3600	Police	Police	3 Tray	Duplex				1614	1905		
Xerox	Lease/Maintenance/Supply	Printer B&W	Phaser 3600	Police	Police	Standard	Duplex				1693	2248		
Xerox	Lease/Maintenance/Supply	Printer B&W	Phaser 3600	Police	Police	Standard	Duplex				475	589		
Xerox	Lease/Maintenance/Supply	Printer B&W	Phaser 3600	Police	Police	3 Tray	Duplex				1901	2188		
Xerox	Lease/Maintenance/Supply	Printer B&W	Phaser 3600	Police	Police	Standard	Duplex				674	848		
Xerox	Lease/Maintenance/Supply	Printer B&W	Phaser 3600	Police	Police	Standard	Duplex				2455	3449		
Xerox	Lease/Maintenance/Supply	Printer B&W	Phaser 3600	Police	Police	Standard	Duplex				9523	11722		
Xerox	Lease/Maintenance/Supply	Printer B&W	Phaser 3600	Police	Police	Standard	Duplex				2842	6041		
Xerox	Lease/Maintenance/Supply	Printer B&W	Phaser 3600	Police	WNHS	Standard	Duplex				96	200		
Xerox	Lease/Maintenance/Supply	Printer B&W	Phaser 3600	Police	WWHS	Standard	Duplex				55	91		
Xerox	Lease/Maintenance/Supply	MFD Medium	WorkCentre 7556	Police	Police	5 high cap	Pro	2/3*	Yes		3285	4778	512	947
Xerox	Lease/Maintenance/Supply	MFD Medium	WorkCentre 7556	Police	Police	5 high cap	Office LX	2/3	Yes		2559	3744	2383	4004
Xerox	Lease/Maintenance/Supply	MFD Small	WorkCentre 6400x	Police	Police	2	Simple	No	Disabled?		208	631	401	806
Xerox	Lease/Maintenance/Supply	MFD Medium	WorkCentre 7545	Police	Police	5 high cap	Office LX	2/3	Yes		3894	5852	724	1122
Xerox	Lease/Maintenance/Supply	MFD Small	WorkCentre 6400X	Police	Police	2	Simple	No	Yes		1539	2402	1021	1365
Xerox	Lease/Maintenance/Supply	MFD Large	WorkCentre 7775	Police	Police	5 trays	Advanced	2/3	Yes*		10782	17363	1238	2120
NA	NA	MFD Small	WorkCentre 6505DN	Police	Police	Standard				Purchased 2014	222		159	
ARC Imaging	Lease/Maintenance/Supply	Large Format Plotter	Canon iPF755	PW	Public Works	36" Roll							92	174
Xerox	Lease/Maintenance/Supply	Printer B&W	Phaser 3600	PW	Public Works	3 Tray	Duplex				2111	2378		
Xerox	Lease/Maintenance/Supply	Printer B&W	Phaser 3600	PW	Public Works	Standard	Duplex				1711	2519		
Xerox	Lease/Maintenance/Supply	Printer B&W	Phaser 3600	PW	Public Works	3 Tray	Duplex				670	1271		
Xerox	Lease/Maintenance/Supply	MFD Medium	WorkCentre 7556	PW	Public Works	5 high cap	Office LX	2/3	Yes		2815	3738	1363	2505
Xerox	Lease/Maintenance/Supply	MFD Desktop	WorkCentre 3550	PW	Public Works	Standard			Yes		958	1054		
Xerox	Lease/Maintenance/Supply	MFD Medium	WorkCentre 7530	PW	Public Works	5 high cap	Office LX	No	Yes		2081	2709	791	1264
Xerox	Maintenance/Supply	Printer Color	Phaser 8560DN PS	PW	Public Works	Standard	DN	-	-	Purchased 2010	150	236	265	383
Xerox	Lease/Maintenance/Supply	Printer B&W	Phaser 3600	Water	Water Division	3 Tray	Duplex				678	781		

CITY OF WHEATON

REQUEST FOR INFORMATION: Print, Copy, Scan, and Fax Devices and Services

APPENDIX A: Replacement List of Devices

Current Vendor	Current Contract Type	Device Type	Device Model	Group	Device Location	Trays	Finisher	Punch	Fax	Comment	B&W AVG	B&W MAX	COLOR AVG	COLOR MAX
Xerox	Lease/Maintenance/Supply	Printer B&W	Phaser 3600	Water	Water Division	Standard	Duplex				138	227		
Xerox	Lease/Maintenance/Supply	MFD Medium	WorkCentre 7545	Water	Water Division	5 high cap	Office LX	2/3	Yes		2086	3173	906	1596
NA	NA	Printer B&W	HP LaserJet M605	Finance	City Hall		2 Duplex			Purchased 2017	2268			
NA	NA	Printer B&W	HP LaserJet M605	Finance	City Hall		2 Duplex			Purchased 2017	1856			
											128763	159189	26219	49763